



MOBILE HOME PERMIT GUIDELINE

Submit the Required Information:

- ✓ Apply online at www.mygovernmentonline.org.
- ✓ A lay out drawing of the lot where mobile home is to be located. Include: dimensions of the home and lot size. Show where mobile home is to be located in relationship to property lines. Indicate how many feet from each property line.
- ✓ Submit foundation plan and show skirting details that denotes masonry to be used.
- ✓ Provide year home was constructed, cannot be more than 10 years old at the time of permit submittal.
- ✓ Proof of Homestead, if you are doing your own plumbing or electrical work (i.e. Tax Exemption from the county)

Complete the following items prior to building final:

- Show address on home, must be visible from the street.
- Home must be tied down per City Code.
- Home must be under-pinned (skirting).
- A landing of at least 3' x 3' shall be at each door. Any landing that is more than 30" in height shall have guardrails and steps with handrails.
- Homes must have two paved parking spaces either of asphalt or concrete.
- A back flow preventer and a gate valve are required, even when replacing a mobile home.
- Cleanouts are required at the house and at street.
- Electric, Plumbing, & Mechanical must have approved finals.

Related Links:

- [Mobile Home Ordinance](#)
- [Development Service Related Fees](#)

*** NOTE ***

- DO NOT COVER ANY DITCHES UNTIL ALL INSPECTIONS HAVE BEEN APPROVED.
- NO ELECTRIC METER OR WATER METER WILL BE ISSUED UNTIL ALL INSPECTIONS, INCLUDING BUILDING FINAL, ARE APPROVED.
- TEMPORARY ELECTRIC POWER CAN BE INSTALLED WHEN CERTAIN CONDITIONS ARE MET (PLEASE INQUIRE)